# How to Submit an Application

1. Before submitting the application, please review all application fields and attachments for accuracy
2. Once you are confident the application is complete, scroll to the bottom of the application and click **Save**
3. Next, click on the **Submit Application** icon. *Once submitted, you will not be able to go back and edit your application.*

4. After submitting you will receive the following message regarding authorization

5. After clicking OK you will see that there is a new tab called Authorization
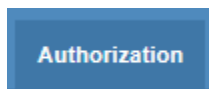
6. Read through the information under this tab and click the check box next to **Check here if you agree**. Once the box is checked you can **Save** the application.

7. After the application is authorized and saved you can submit
8. You will now be asked to verify your email address and Tax ID/Social Security Number

> **NOTE:** Please retype your email address and Tax ID/Social Security Number, do not copy and paste from one line to the next. This information needs to be checked for accuracy.

9. Once you have verified your Email and Tax ID/Social Security Number you will be asked to verify that you are ready to submit your application. Click **Yes**.

10. The following message appears to notify you that your application has been submitted and is locked

11. While you will not be able to make any changes to your application at this time, you can view it by selecting **My Submitted Applications** under the **Life Cycle View** Tab.